

Durham VAMC Research Vital Sign Competency Initial and Annual Review Checklist^{1,2}

Research staff member: _____
Printed Name Signature/Date

_____ (*initials*) The requirement to complete this competency does not apply because I am currently subject to an annual competency (e.g., a RN). If this waiver applies, you only need to submit this document ONE TIME unless the status of your waiver changes.

If the above waiver does not apply, observe the research staff member perform the following activities. If proficiency is demonstrated check proficient and initial. Complete each section, as applicable for each staff member authorized to collect vital signs.

Preceptor: _____
Printed Name Signature/Date

1. General Activities (Required Field).

Technique	Proficient	Initials
Gather proper equipment		
Perform proper hand hygiene		
Identify research subject		
Inform research subject of procedures to be performed		

2. Blood Pressure (Manual). If not applicable check here: ____

Technique	Proficient	Initials
Place research subject in proper position		
Place cuff on arm oriented correctly over the brachial artery		
Place manometer so dial can be visualized		
Place stethoscope in ears		
Inflate cuff to appropriate pressure (beyond a palpable pulse)		
Place stethoscope diaphragm over brachial artery		
Deflate cuff evenly (approx. 2-4 mm per second)		
Note pressure where first sound is heard (systolic)		
Note pressure where sound disappears (diastolic)		
Deflate and remove cuff, record BP		

¹ Licensed Independent Practitioners (e.g., M.D.), including Residents, holding core privileges to collect vital signs are exempt from completing this competency checklist and are not required to submit this document to the DVAMC Research Office.

² Completion of this form does not constitute training.

3. Blood Pressure +/- Pulse Rate (Electronic). If not applicable check here: ___

Technique	Proficient	Initials
Place research subject in proper position		
Place cuff on arm oriented correctly over the brachial artery		
Per device specifications, activate cuff inflation and deflation		
Read blood pressure results from device		
If applicable, read pulse rate results from device Not applicable: _____		
Remove cuff, record BP and pulse		

4. Measuring Temperature (Tympanic/Oral). If not applicable check here: ___

Technique	Proficient	Initials
Insert cover onto probe		
Insert covered probe under tongue/in ear canal		
Wait for completion signal (mouth) Activate the device for reading (ear)		
Read temperature results from device		
Remove probe and discard cover and record results		

5. Measuring Pulse (Manual). If not applicable check here: ___

Technique	Proficient	Initials
Place research subject in proper position		
Palpate an appropriate and available artery (e.g., brachial or radial) with fingertips		
Count pulse for one minute or fraction of a minute with appropriate multiplier		

6. Measuring Respirations. If not applicable check here: ___

Technique	Proficient	Initials
Place research subject in proper position		
Count respirations for one minute or fraction of a minute with appropriate multiplier		

Submit this form at **Initial Review and annually thereafter, or when adding vital sign collection authority** for all staff members authorized by the Principal Investigator to collect human vital signs.